

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES:**

Researcher

**SERIES NO.:**

6692

**MAJOR AGENCIES:**

All Agencies

**EFFECTIVE DATE:**

03/07/2004

**SERIES PURPOSE:**

The purpose of the researcher occupation is to plan, coordinate, review & analyze research programs & projects.

At the first level, incumbents collect, organize & analyze data for research projects.

At the second level, incumbents review & analyze problems & develop research tools & methods.

At the third level, incumbents act as lead workers over lower-level researchers.

At the fourth level, incumbents supervise lower-level researchers assigned to unit, section or program.

At the fifth level, incumbents supervise lower-level research administrators & plan & administer all research projects of assigned agency.

**CLASS TITLE:**

Researcher 1

**CLASS NUMBER:**

66921

**EFFECTIVE DATE:**

03/26/1990

**CLASS CONCEPT:**

The developmental level class works under general direction & requires working knowledge of research methods in order to collect, organize & analyze data to be used in research projects.

**CLASS TITLE:**

Researcher 2

**CLASS NUMBER:**

66922

**EFFECTIVE DATE:**

03/26/1990

**CLASS CONCEPT:**

The first full performance level class works under direction & requires considerable knowledge of research methods in order to review & analyze problems & develop research tools & methods of data collection & design research projects.

**CLASS TITLE:**

Researcher 3

**CLASS NUMBER:**

66923

**EFFECTIVE DATE:**

03/07/2004

**CLASS CONCEPT:**

The second full performance level class works under direction & requires considerable knowledge of research methods in order to act as lead worker (i.e., provide work direction & training) over lower-level researchers or independently coordinate research efforts & projects with other departmental units, outside agencies &/or consultants.

**CLASS TITLE:**

Research Administrator 1

**CLASS NUMBER:**

66926

**EFFECTIVE DATE:**

06/22/1990

**CLASS CONCEPT:**

The first supervisory level class works under general direction & requires thorough knowledge of research methods in

order to supervise lower- level researchers assigned to unit, section or program.

**CLASS TITLE:**

Research Administrator 2

**CLASS NUMBER:**

66927

**EFFECTIVE DATE:**

06/22/1990

**CLASS CONCEPT:**

The second supervisory level class works under administrative direction & requires considerable knowledge of research methods in order to plan, implement & administer all research projects of assigned agency having two or more units or sections & supervise lower-level research administrators & researchers.

<b>CLASS TITLE:</b> Researcher 1	<b>CLASS NUMBER:</b> 66921	<b>BARGAINING UNIT:</b> 14
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**EFFECTIVE DATE:**  
03/26/1990

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Collects, organizes & analyzes data to be used in planning transportation projects (e.g., bridge construction &/or repair; development of transit systems), in making environmental assessments & justification of natural resource projects, in monitoring sales performance, in planning or improving federally funded manpower services (e.g., Job Training Partnership Act), in policy & program development, or to keep abreast of legal or technical issues affecting agency operations.

Prepares records & reports related to research projects or test results; reads, interprets & reduces field data charts from micro-computers; prepares correspondence; monitors time schedules; performs clerical tasks (e.g., types, proofs & copies reports; maintains files).

Assists in planning & development of research goals & projects; calibrates & performs routine maintenance of test equipment; provides information & technical assistance to departmental staff & other agencies or interested parties upon request; attends meetings as assigned related to research projects.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of operational, mathematical, analytical or statistical research techniques used in problem solving or decision making. Skill in use of personal computer or video display terminal\*. Ability to define problems, collect data, establish facts & draw valid conclusions; use research methods in gathering data; prepare meaningful, concise & accurate reports.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

3 courses or 9 mos. exp. in operational, mathematical, analytical &/or statistical techniques used in problem solving or decision making.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May require travel.

<b><u>CLASS TITLE:</u></b> Researcher 2	<b><u>CLASS NUMBER:</u></b> 66922	<b><u>BARGAINING UNIT:</u></b> 14
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**EFFECTIVE DATE:**  
03/26/1990

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Reviews & analyzes problems & develops appropriate research tools & methods of data collection (e.g., sampling techniques, forms, procedures, conceptual models, indexes) & designs research projects.

Collects, organizes & analyzes data & prepares & maintains reports, records &/or technical evaluations related to research, tests or surveys conducted.

Serves in informational &/or advisory capacity with persons in agency, from other state & local agencies, business community &/or general public.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of operational, mathematical, analytical &/or statistical research techniques used in problem solving or decision making. Skill in use of personal computer or video display terminal\*. Ability to define problems, collect data, establish facts & draw valid conclusions; use research methods in gathering data; prepare meaningful, concise & accurate reports.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

12 mos. trg. or 12 mos. exp. in conducting research studies using operational, mathematical, analytical &/or statistical research techniques & preparing reports, records &/or technical evaluations related to research conducted.

-Or 12 mos. exp. as Researcher 1, 66921.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May require travel.

<b>CLASS TITLE:</b> Researcher 3	<b>CLASS NUMBER:</b> 66923	<b>BARGAINING UNIT:</b> 14
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**EFFECTIVE DATE:**  
03/07/2004

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Acts as lead worker (i.e., provides work direction & training) over lower-level researchers assigned on rotational or project basis & coordinates research activities with other departmental units, or independently coordinates research efforts & projects with other departmental units, outside agencies &/or consultants (e.g., universities, chambers of commerce, contracted consultants).

Reviews & analyzes problem or issue to be researched & develops appropriate research tools (e.g., data forms, indexes, processing packages, conceptual models, publications, methodology, design of experiments, hypotheses testing), designs & implements research projects & prepares & maintains necessary reports, records &/or technical evaluations relative to research project.

Serves as resource person & technical advisor in areas of research by replying to requests for information &/or representing agency in meetings with government or industry representatives &/or public, or testifying in hearings.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of supervisory principles/techniques\*; employee training & development\*; operational, mathematical, analytical &/or statistical methods used in problem solving or decision making. Skill in use of personal computer or video display terminal. Ability to deal with large number of variables & determine specific course of action; establish friendly atmosphere as lead worker; develop research tools & design projects; prepare meaningful, concise & accurate reports.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

24 mos. trg. or 24 mos. exp. in planning & conducting research studies using operational, mathematical, analytical &/or statistical research techniques & preparing reports, records &/or technical evaluations related to research conducted.

-Or 12 mos. exp. as Researcher 2, 66922.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May require travel.

<b>CLASS TITLE:</b> Research Administrator 1	<b>CLASS NUMBER:</b> 66926	<b>BARGAINING UNIT:</b> EX
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**EFFECTIVE DATE:**

06/22/1990

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Supervises lower-level researchers assigned to unit, section or program, plans, implements & coordinates all research activities for assigned agency, determines or assists higher-level research administrator in determining agency's research needs & develops or selects research projects to meet those needs & directs or coordinates research projects with other departmental units, other agencies &/or outside consultants (e.g., establishes goals, deadlines & priorities; designs, selects or recommends research analytical tools & methods; oversees &/or prepares records & reports of findings & recommendations; assists in or determines funding levels for projects; monitors activities to ensure conformance with proper research methods & procedures).

Serves as informational resource person & technical advisor in areas of research by keeping supervisors abreast of findings, by responding to requests for data &/or by representing agency in meetings &/or hearings.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of management\*; supervisory principles/techniques; employee training & development; computer programming; statistics; research methodology; multiple regression or multivariate analysis; measurement & testing or interview methods & questionnaire design; analysis of variance & survey sampling. Skill in operation of computer. Ability to deal with large number of variables & determine specific course of action; develop or select research tools & design research projects; prepare meaningful, concise & accurate reports; establish friendly atmosphere as supervisor of unit, section or program; review & edit reports.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in statistics or research-related field to include operation of personal computer or video display terminal in analyzing data, statistics, (i.e., at least one course in multiple regression or multivariate analysis), research methodology, measurement & testing or interview methods & questionnaire design & analysis of variance & survey sampling; 6 mos. trg. or 6 mos. exp. in supervisory principles/techniques; 6 mos. trg. or 6 mos. exp. in employee training & development.

-Or 12 mos. exp. as Researcher 3, 66923.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May require travel.

<b>CLASS TITLE:</b> Research Administrator 2	<b>CLASS NUMBER:</b> 66927	<b>BARGAINING UNIT:</b> EX
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**EFFECTIVE DATE:**

06/22/1990

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Plans, implements & administers all research projects of assigned agency having two or more units or sections, supervises lower-level research administrators & researchers, develops agency's research budget, determines research needs & selects &/or develops research methodology & experimental design, negotiates contracts for outside research consultants or sub-grantees, develops procedures to distribute project reports of research findings & develops & implements research policies, guidelines & procedures.

Reviews all research reports & results & related fiscal reports; restructures or recommends restructuring of programs based on evaluation results.

Apprises administrative superiors & other interested parties of research projects, developments, progress & results; represents agency at hearings, meetings & conferences.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of management; supervisory principles/techniques; employee training & development; computer programming; statistics; research methodology; multiple regression or multivariate analysis measurement & testing or interview methods & questionnaire design; analysis of variance & survey sampling. Skill in operation of computer. Ability to deal with large number of variables & determine specific course of action; develop or select research tools & design research projects; prepare meaningful, concise & accurate reports; establish friendly atmosphere as supervisor of unit, section or program; review & edit reports.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of graduate core program in statistics or research-related field to include operation of personal computer or video display terminal in analyzing data, statistics (i.e., at least one course in multiple regression or multivariate analysis), research methodology, measurement & testing or interview methods & questionnaire design & analysis of variance & survey sampling; 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques; 12 mos. trg. or 12 mos. exp. in employee training & development.

-Or completion of undergraduate core program & 12 mos. exp. in statistics or research-related field to include operation of personal computer or video display terminal in analyzing data, statistics (i.e., at least one course in multiple regression or multivariate analysis), research methodology, measurement & testing or interview methods & questionnaire design & analysis of variance & survey sampling; 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques; 12 mos. trg. or 12 mos. exp. in employee training & development.

-Or 6 mos. exp. as Research Administrator 1, 66926.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May require travel.